

# **Apprenticeship and Industry Training**

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## **Landscape Gardener Apprenticeship Course Outline**

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**Landscape Gardener  
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**Course Outline**

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## **Apprenticeship**

Apprenticeship is post-secondary education with a difference. Apprenticeship begins with finding an employer. Employers hire apprentices, pay their wages and provide on-the-job training and work experience. Approximately 80 per cent of an apprentice's time is spent on the job under the supervision of a certified journeyman or qualified tradesperson. The other 20 per cent involves technical training provided at, or through, a post-secondary institution – usually a college or technical institute.

To become certified journeymen, apprentices must learn theory and skills, and they must pass examinations. Requirements for certification—including the content and delivery of technical training—are developed and updated by the Alberta Apprenticeship and Industry Training Board on the recommendation of Landscape Gardener Provincial Apprenticeship Committee.

The graduate of the Landscape Gardener apprenticeship program is a certified journeyman who will be able:

- apply the principles and processes of landscape design and construction
- construct and install landscape structures and other accessories of various materials
- estimate and handle orders of plant and related materials
- plan and implement landscape installations
- operate and maintain the tools and machinery used in the Landscape Gardener Trade
- design, install and maintain irrigation systems
- operate a greenhouse, nursery, garden centre, sod farm or landscape business
- apply the principles of horticultural management and maintenance practices
- apply the principles of plant production
- manage growing media
- identify and apply knowledge of pests, weeds, disease and controls used by this industry
- apply specialized knowledge of plant botany and plant identification
- relate to other trades and professions working in the same environment, including underground services, heavy equipment operators, engineers, architects etc.
- employ environmental stewardship practices in landscape planning, installation and maintenance
- work effectively in key roles in public and private horticultural and landscaping business units
- perform assigned tasks in accordance with quality and production standards required by industry

## **Apprenticeship and Industry Training System**

### **Industry-Driven**

Alberta's apprenticeship and industry training system is an industry-driven system that ensures a highly skilled, internationally competitive workforce in more than 50 designated trades and occupations. This workforce supports the economic progress of Alberta and its competitive role in the global market. Industry (employers and employees) establishes training and certification standards and provides direction to the system through an industry committee network and the Alberta Apprenticeship and Industry Training Board. The Alberta government provides the legislative framework and administrative support for the apprenticeship and industry training system.

### **Alberta Apprenticeship and Industry Training Board**

The Alberta Apprenticeship and Industry Training Board provides a leadership role in developing Alberta's highly skilled and trained workforce. The board's primary responsibility is to establish the standards and requirements for training and certification in programs under the Apprenticeship and Industry Training Act. The board also provides advice to the Minister of Advanced Education and Technology on the needs of Alberta's labour market for skilled and trained workers, and the designation of trades and occupations.

The thirteen-member board consists of a chair, eight members representing trades and four members representing other industries. There are equal numbers of employer and employee representatives.

## Industry Committee Network

Alberta's apprenticeship and industry training system relies on a network of industry committees, including local and provincial apprenticeship committees in the designated trades, and occupational committees in the designated occupations. The network also includes other committees such as provisional committees that are established before the designation of a new trade or occupation comes into effect. All trade committees are composed of equal numbers of employer and employee representatives. The industry committee network is the foundation of Alberta's apprenticeship and industry training system.

### Local Apprenticeship Committees (LAC)

Wherever there is activity in a trade, the board can set up a local apprenticeship committee. The board appoints equal numbers of employee and employer representatives for terms of up to three years. The committee appoints a member as presiding officer. Local apprenticeship committees:

- monitor apprenticeship programs and the progress of apprentices in their trade, at the local level
- make recommendations to their trade's provincial apprenticeship committee (PAC) about apprenticeship and certification in their trade
- promote apprenticeship programs and training and the pursuit of careers in their trade
- make recommendations to the board about the appointment of members to their trade's PAC
- help settle certain kinds of disagreements between apprentices and their employers
- carry out functions assigned by their trade's PAC or the board

### Provincial Apprenticeship Committees (PAC)

The board establishes a provincial apprenticeship committee for each trade. It appoints an equal number of employer and employee representatives, and, on the PAC's recommendation, a presiding officer - each for a maximum of two terms of up to three years. Most PACs have nine members but can have as many as twenty-one. Provincial apprenticeship committees:

- Make recommendations to the board about:
  - standards and requirements for training and certification in their trade
  - courses and examinations in their trade
  - apprenticeship and certification
  - designation of trades and occupations
  - regulations and orders under the Apprenticeship and Industry Training Act
- monitor the activities of local apprenticeship committees in their trade
- determine whether training of various kinds is equivalent to training provided in an apprenticeship program in their trade
- promote apprenticeship programs and training and the pursuit of careers in their trade
- consult with other committees under the Apprenticeship and Industry Training Act about apprenticeship programs, training and certification and facilitate cooperation between different trades and occupations
- consult with organizations, associations and people who have an interest in their trade and with employers and employees in their trade
- may participate in resolving certain disagreements between employers and employees
- carry out functions assigned by the board

### Landscape Gardener PAC Members at the Time of Publication

Ms. D. Di Santo .....	Cochrane .....	Presiding Officer
Mr. B. Kay .....	Water Valley .....	Employer
Ms. S. Gonsalves .....	Calgary .....	Employee
Ms. M. Rogers .....	Edmonton .....	Employee
Mr. J. Wotherspoon .....	Edmonton .....	Employer
Mr. L. Kading .....	Edmonton .....	Employee
Mr. W. Dorman .....	Calgary .....	Employer

## Alberta Government

Alberta Advanced Education and Technology works with industry, employer and employee organizations and technical training providers to:

- facilitate industry's development and maintenance of training and certification standards
- provide registration and counselling services to apprentices and employers
- coordinate technical training in collaboration with training providers
- certify apprentices and others who meet industry standards

## Technical Institutes and Colleges

The technical institutes and colleges are key participants in Alberta's apprenticeship and industry training system. They work with the board, industry committees and Alberta Advanced Education and Technology to enhance access and responsiveness to industry needs through the delivery of the technical training component of apprenticeship programs. They develop lesson plans from the course outlines established by industry and provide technical training to apprentices.

## Apprenticeship Safety

Safe working procedures and conditions, incident/injury prevention, and the preservation of health are of primary importance in apprenticeship programs in Alberta. These responsibilities are shared and require the joint efforts of government, employers, employees, apprentices and the public. Therefore, it is imperative that all parties are aware of circumstances that may lead to injury or harm.

Safe learning experiences and healthy environments can be created by controlling the variables and behaviours that may contribute to or cause an incident or injury. By practicing a safe and healthy attitude, everyone can enjoy the benefit of an incident and injury free environment.

## Alberta Apprenticeship and Industry Training Board Safety Policy

The Alberta Apprenticeship and Industry Training Board (board) fully supports safe learning and working environments and emphasizes the importance of safety awareness and education throughout apprenticeship training- in both on-the- job training and technical training. The board also recognizes that safety awareness and education begins on the first day of on-the-job training and thereby is the initial and ongoing responsibility of the employer and the apprentice as required under workplace health and safety training. However the board encourages that safe workplace behaviour is modeled not only during on-the-job training but also during all aspects of technical training, in particular, shop or lab instruction. Therefore the board recognizes that safety awareness and training in apprenticeship technical training reinforces, but does not replace, employer safety training that is required under workplace health and safety legislation.

The board has established a policy with respect to safety awareness and training:

**The board promotes and supports safe workplaces, which embody a culture of safety for all apprentices, employers and employees. Employer required safety training is the responsibility of the employer and the apprentice, as required under legislation other than the *Apprenticeship and Industry Training Act*.**

The board's complete document on its 'Apprenticeship Safety Training Policy' is available at [www.tradesecrets.gov.ab.ca](http://www.tradesecrets.gov.ab.ca); access the website and conduct a search for 'safety training policy'. Implementation of the policy includes three common safety learning outcomes and objectives for all trade course outlines. These common learning outcomes ensure that each course outline utilizes common language consistent with workplace health and safety terminology. Under the title of 'Standard Workplace Safety', this first section of each trade course outline enables the delivery of generic safety training; technical training providers will provide trade specific examples related to the content delivery of course outline safety training.

## **Addendum**

As immediate implementation of the board's safety policy includes common safety learning outcomes and objectives for all course outlines, this trade's PAC will be inserting these safety outcomes into the main body of their course outline at a later date. In the meantime the addendum below immediately places the safety outcomes and their objectives into this course outline thereby enabling technical training providers to deliver the content of these safety outcomes.

## **STANDARD WORKPLACE SAFETY**

### **A. Safety Legislation, Regulations & Industry Policy in the Trades .....**

**Outcome:** *Describe legislation, regulations and practices intended to ensure a safe work place in this trade.*

1. Demonstrate the ability to apply the Occupational Health and Safety Act, Regulation and Code.
2. Explain the role of the employer and employee in regard to Occupational Health and Safety (OH&S) regulations, Worksite Hazardous Materials Information Systems (WHMIS), fire regulations, Workers Compensation Board regulations, and related advisory bodies and agencies.
3. Explain industry practices for hazard assessment and control procedures.
4. Describe the responsibilities of workers and employers to apply emergency procedures.
5. Describe positive tradesperson attitudes with respect to housekeeping, personal protective equipment and emergency procedures.
6. Describe the roles and responsibilities of employers and employees with respect to the selection and use of personal protective equipment (PPE).
7. Select, use and maintain appropriate PPE for worksite applications.

### **B. Climbing, Lifting, Rigging and Hoisting .....**

**Outcome:** *Describe the use of personal protective equipment (PPE) and safe practices for climbing, lifting, rigging and hoisting in this trade.*

1. Select, use and maintain specialized PPE for climbing, lifting and load moving equipment.
2. Describe manual lifting procedures using correct body mechanics.
3. Describe rigging hardware and the safety factor associated with each item.
4. Select the correct equipment for rigging typical loads.
5. Describe hoisting and load moving procedures.

### **C. Hazardous Materials & Fire Protection .....**

**Outcome:** *Describe the safety practices for hazardous materials and fire protection in this trade.*

1. Describe the roles, responsibilities features and practices related to the workplace hazardous materials information system (WHMIS) program.
2. Describe the three key elements of WHMIS.
3. Describe handling, storing and transporting procedures when dealing with hazardous material.
4. Describe safe venting procedures when working with hazardous materials.
5. Describe fire hazards, classes, procedures and equipment related to fire protection.

## **Workplace Health and Safety**

A tradesperson is often exposed to more hazards than any other person in the work force and therefore should be familiar with and apply the Occupational Health and Safety Act, Regulations and Code when dealing with personal safety and the special safety rules that apply to all daily tasks.

Workplace Health and Safety (Alberta Employment, Immigration and Industry) conducts periodic inspections of workplaces to ensure that safety regulations for industry are being observed.

Additional information is available at [www.worksafely.org](http://www.worksafely.org)

## **Technical Training**

Apprenticeship technical training is delivered by the technical institutes and many colleges in the public post-secondary system throughout Alberta. The colleges and institutes are committed to delivering the technical training component of Alberta apprenticeship programs in a safe, efficient and effective manner. All training providers place great emphasis on safe technical practices that complement safe workplace practices and help to develop a skilled, safe workforce.

The following institutions deliver Landscape Gardener apprenticeship technical training:  
Olds College

## **Procedures for Recommending Revisions to the Course Outline**

Advanced Education and Technology has prepared this course outline in partnership with the Landscape Gardener Provincial Apprenticeship Committee.

This course outline was approved on December 10, 2010 by the Alberta Apprenticeship and Industry Training Board on a recommendation from the Provincial Apprenticeship Committee. The valuable input provided by representatives of industry and the institutions that provide the technical training is acknowledged.

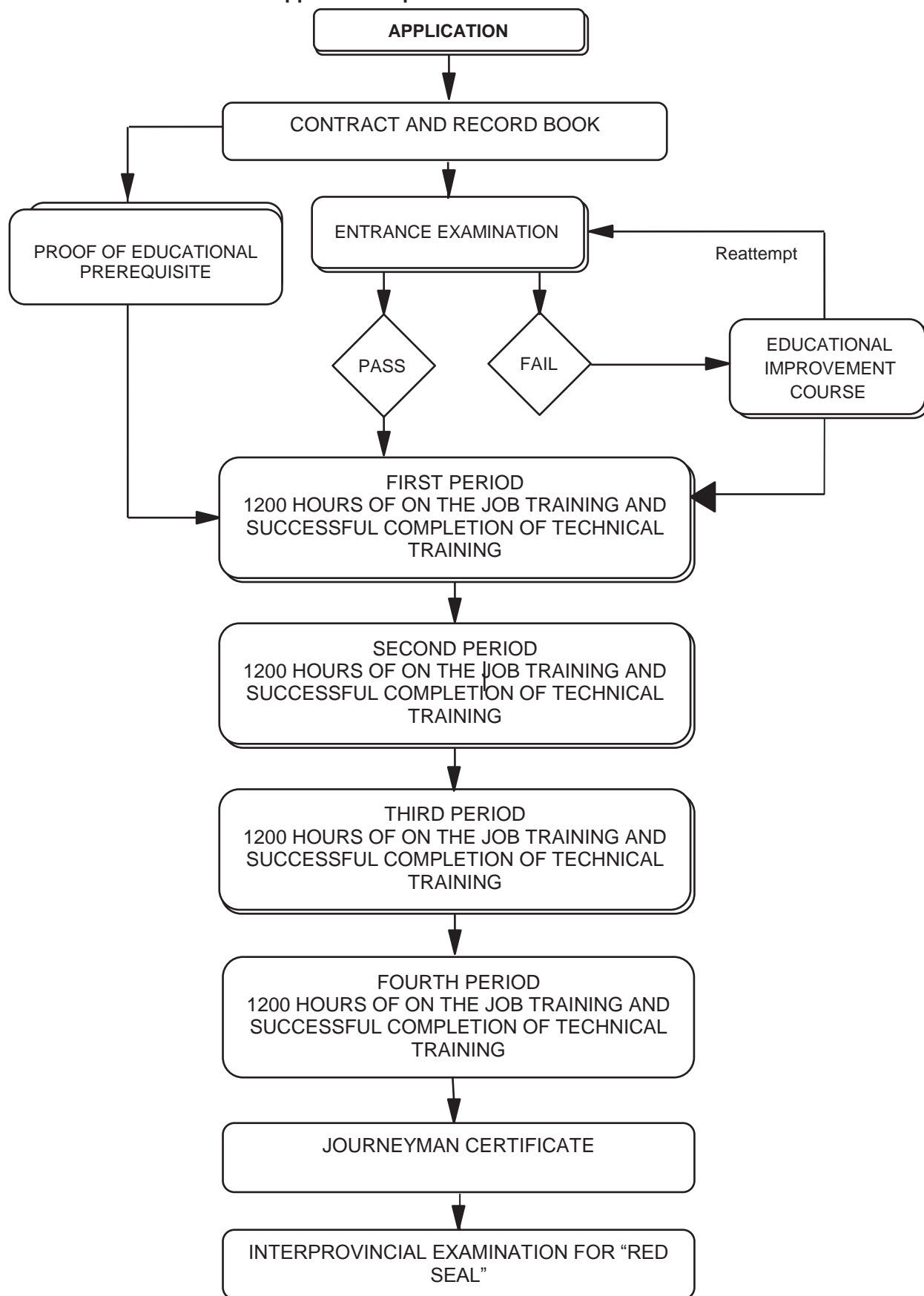
Any concerned individual or group in the province of Alberta may make recommendations for change by writing to:

Landscape Gardener Provincial Apprenticeship Committee  
c/o Industry Programs and Standards  
Apprenticeship and Industry Training  
Advanced Education and Technology  
10th floor, Commerce Place  
10155 102 Street NW  
Edmonton AB T5J 4L5

It is requested that recommendations for change refer to specific areas and state references used. Recommendations for change will be placed on the agenda for regular meetings of the Landscape Gardener Provincial Apprenticeship Committee.



### Apprenticeship Route toward Certification



**Landscape Gardener Training Profile**  
**FIRST PERIOD**  
**(8 Weeks 30 Hours per Week – Total of 240 Hours)**

**SECTION ONE**

**WORKPLACE SAFETY**  
10 Hours



**A**  
Apprenticeship Orientation  
1 Hour

**B**  
Workplace Health and Safety  
3 Hours

**C**  
Workplace Hazardous  
Materials Information System  
(WHMIS)  
1 Hour

**D**  
Fire Safety  
2 Hours

**E**  
Safe Work Practices  
1 Hour

**F**  
Handling Hazardous  
Products  
2 Hours

**SECTION TWO**

**TOOLS, MACHINERY AND  
HYDRAULICS**  
20 Hours



**A**  
Commercial Vehicles  
2 Hours

**B**  
Machinery Maintenance  
6 Hours

**C**  
Engines  
4 Hours

**D**  
Hydraulic Systems  
4 Hours

**E**  
Tools  
4 Hours

**SECTION THREE**

**SOILS**  
36 Hours



**A**  
Soil Formation  
3 Hours

**B**  
Soil Components  
2 Hours

**C**  
Soil Physical Properties  
8 Hours

**D**  
Soil Chemical Factors  
12 Hours

**E**  
Water Quality  
5 Hours

**F**  
Soil Biological Properties  
3 Hours

**G**  
Soil Sampling and Fertility  
3 Hours

**SECTION FOUR**

**PLANT IDENTIFICATION, USE  
AND MAINTENANCE I**  
40 Hours



**A**  
Plant Taxonomy  
27 Hours

**B**  
Plant Use in the Landscape  
13 Hours

**SECTION FIVE**

**BOTANY**  
28 Hours



**A**  
Cells and Tissues  
4 Hours

**B**  
Stems  
5 Hours

**C**  
Leaves  
5 Hours

**D**  
Roots  
4 Hours

**E**  
Flowers  
5 Hours

**F**  
Fruit  
4 Hours

**G**  
Plant Life Cycles  
1 Hour

**SECTION SIX****GREENHOUSE PRODUCTION  
AND ENVIRONMENT****44 Hours****A**

Containerisation and Media

4 Hours

**B**

Greenhouse Environment

4 Hours

**C**

Propagation

4 Hours

**D**

Growing On

4 Hours

**E**

Hardening Off

2 Hours

**F**

Plant Health Problems

6 Hours

**G**

Plant Handling

2 Hours

**H**

Greenhouse Structures

9 Hours

**I**Environmental Control  
Systems

9 Hours

**SECTION SEVEN****LANDSCAPE CONSTRUCTION  
AND MAINTENANCE  
FUNDAMENTALS****62 Hours****A**Basic Grading and Site  
Preparation

14 Hours

**B**Turf Selection and  
Installation

20 Hours

**C**

Woody Plant Selection

4 Hours

**D**

Woody Plant Installation

10 Hours

**E**

Pruning Fundamentals

14 Hours

**SECOND PERIOD**  
(8 Weeks 30 Hours per Week – Total of 240 Hours)

**SECTION ONE**

**WORKPLACE COMMUNICATION  
AND PERSONAL MANAGEMENT**  
24 Hours



**A**  
Personal Management  
4 Hours

**B**  
Oral Communication  
7 Hours

**C**  
Interpersonal  
Communication  
5 Hours

**D**  
Written Communication  
3 Hours

**E**  
Professional Practice  
5 Hours

**SECTION TWO**

**IRRIGATION FUNDAMENTALS**  
22 Hours



**A**  
Introduction to Irrigation  
2 Hours

**B**  
Soil-Plant-Water  
Relationships  
7 Hours

**C**  
Irrigation Systems  
8 Hours

**D**  
Pumping Systems  
5 Hours

**SECTION THREE**

**SITE ASSESSMENT, SURVEYING  
AND LAYOUT**  
36 Hours



**A**  
Site Assessment  
6 Hours

**B**  
Surveying  
30 Hours

**SECTION FOUR**

**LANDSCAPE CONSTRUCTION I**  
42 Hours



**A**  
Retaining Wall Construction  
17 Hours

**B**  
Modular and Natural Stone  
Features  
17 Hours

**C**  
Timber Construction  
5 Hours

**D**  
Concrete Fundamentals  
3 Hours

**SECTION FIVE**

**PLANT IDENTIFICATION, USE  
AND MAINTENANCE II**  
40 Hours



**A**  
Plant Taxonomy  
27 Hours

**B**  
Plant Use in the Landscape  
13 Hours

**SECTION SIX**

**PEST MANAGEMENT**  
54 Hours



**A**  
Integrated Pest Management  
10 Hours

**B**  
Insect Identification and  
Management  
12 Hours

**C**  
Disease Identification and  
Management  
4 Hours

**D**  
Plant Disorders  
2 Hours

**E**  
Weed Identification and  
Management  
16 Hours

**F**  
Pesticide Safety and  
Legislation  
10 Hours

**SECTION SEVEN**

**TURF MAINTENANCE**  
22 Hours



**A**  
Turfgrass Fertilization  
4 Hours

**B**  
Sustainable Turfgrass  
Practices  
18 Hours

**THIRD PERIOD**  
**(8 Weeks 30 Hours per Week – Total of 240 Hours)**

**SECTION ONE**

**LANDSCAPE DESIGN  
FUNDAMENTALS**  
40 Hours



**A**  
Introduction to Landscape  
Design  
1 Hour

**B**  
Design Principles and  
Elements  
6 Hours

**C**  
Manual Graphics  
7 Hours

**D**  
Design Process  
14 Hours

**E**  
Master Plan  
12 Hours

**SECTION TWO**

**PLANT IDENTIFICATION, USE  
AND MAINTENANCE III**  
40 Hours



**A**  
Plant Taxonomy  
27 Hours

**B**  
Plant Use in the Landscape  
13 Hours

**SECTION THREE**

**PLANT PHYSIOLOGY**  
20 Hours



**A**  
Biochemical Processes  
8 Hours

**B**  
Transport in the Plant  
4 Hours

**C**  
Growth and Development in  
Plants  
3 Hours

**D**  
Plant Stress  
5 Hours

**SECTION FOUR**

**SUSTAINABLE IRRIGATION  
PRACTICES**  
46 Hours



**A**  
Irrigation System Planning  
1 Hour

**B**  
Principles of Hydraulics  
5 Hours

**C**  
Design Concepts  
9 Hours

**D**  
Design Factors  
2 Hours

**E**  
Specifications  
2 Hours

**F**  
Installation  
12 Hours

**G**  
Maintenance and Repair  
3 Hours

**H**  
Systems Troubleshooting  
2 Hours

**I**  
Sustainable Water  
Management Practices  
10 Hours

**SECTION FIVE**

**ARBORICULTURE AND URBAN  
FORESTRY**  
50 Hours



**A**  
Introduction  
3 Hour

**B**  
Tree Biology  
6 Hours

**C**  
Pruning  
6 Hours

**D**  
Tree Support Systems  
2 Hours

**E**  
Tree Removal  
5 Hours

**F**  
Working Aloft  
4 Hours

**G**  
Tree Risk Assessment  
7 Hours

**H**  
Tree Valuation  
6 Hours

**I**  
Tree Inventory  
9 Hours

**J**  
Tree Protection  
1 Hour

**K**  
Aboriculture and the Law  
1 Hours

**SECTION SIX**

**LANDSCAPE CONSTRUCTION II**  
**44 Hours**



**A**

Advanced Landscape  
Construction  
**18 Hours**

**B**

Water Feature Construction  
**14 Hours**

**C**

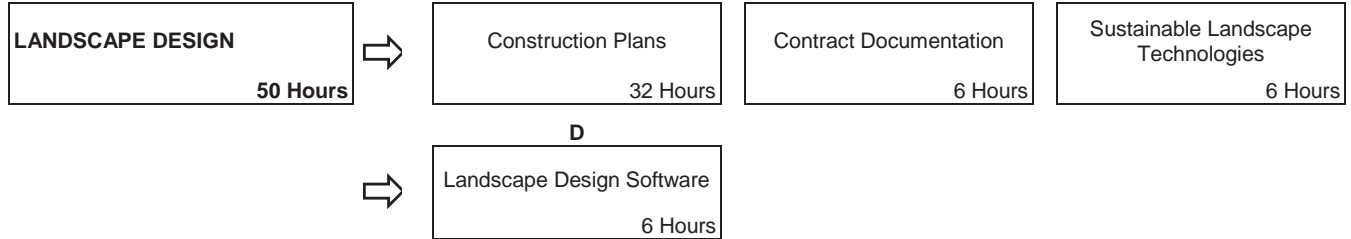
Landscape Lighting  
**7 Hours**

**D**

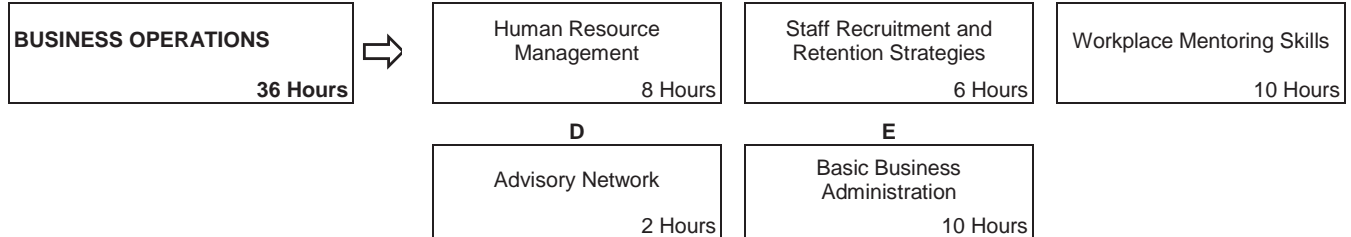
Sustainable Practice in  
Landscape Construction  
**5 Hours**

**Fourth Period**  
**(8 Weeks 30 Hours Per Week – Total of 240 Hours)**

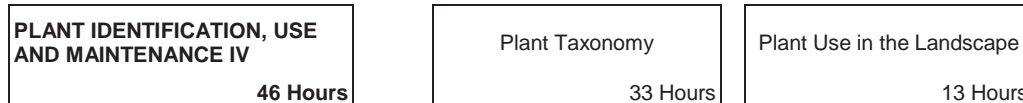
**SECTION ONE**



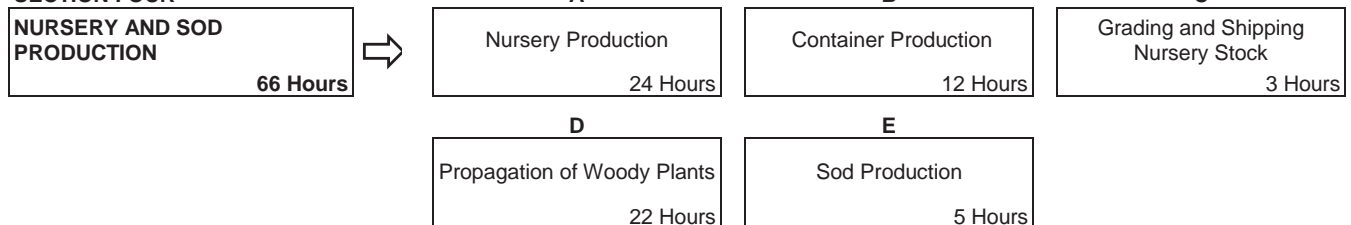
**SECTION TWO**



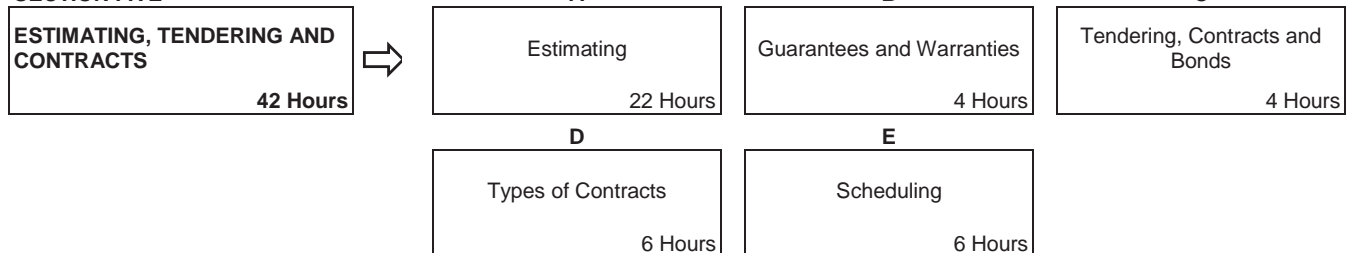
**SECTION THREE**



**SECTION FOUR**



**SECTION FIVE**



NOTE: The hours stated are for guidance and should be adhered to as closely as possible. However, adjustments must be made for rate of apprentice learning, statutory holidays, registration and examinations for the training establishment and Apprenticeship and Industry Training.

**FIRST PERIOD TECHNICAL TRAINING  
LANDSCAPE GARDENER TRADE  
COURSE OUTLINE**

UPON SUCCESSFUL COMPLETION OF THIS PROGRAM THE APPRENTICE SHOULD BE ABLE TO PERFORM THE FOLLOWING OUTCOMES AND OBJECTIVES.

**SECTION ONE:.....WORKPLACE SAFETY ..... 10 HOURS**

**A. Apprenticeship Orientation.....1 Hour**

**Outcome: Describe responsibilities and opportunities in the Landscape Gardener trade.**

1. Describe principles of the apprenticeship training system in Alberta.
2. Identify the training profile of the Landscape Gardener apprenticeship in Alberta.
3. Describe the responsibilities of the apprentice, employer and Alberta Apprenticeship and Industry Training for the Contract of Apprenticeship.
4. Explain the Landscape Gardener course outline learning outcomes and objectives.
5. Outline the contents of the apprenticeship training Record Book.
6. Identify employment opportunities for landscape gardeners.

**B. Workplace Health and Safety.....3 Hours**

**Outcome: Describe employer and employee responsibilities related to workplace health and safety regulations.**

1. Describe the functions of Alberta Workplace Health and Safety (OH & S) and the Workers' Compensation Board (WCB).
2. Describe selected personal protection equipment (PPE).
3. Describe safe work practices required by OH & S.

**C. Workplace Hazardous Materials Information System (WHMIS).....1 Hour**

**Outcome: Apply WHMIS guidelines at the workplace.**

1. Explain the purpose of WHMIS training.
2. State the principle requirements of WHMIS.
3. Explain the roles and responsibilities of employers, suppliers and workers within WHMIS regulations.

**D. Fire Safety.....2 Hours**

**Outcome: Explain approved fire extinguishing procedures.**

1. Identify the elements of combustion and classes of fires.
2. Describe types of fire extinguishers, their contents, application and maintenance.
3. Explain procedures for extinguishing fires.



**E. Safe Work Practices.....1 Hour****Outcome: Identify worksite hazards and use safe work practices.**

1. Explain first aid procedures and levels of certification.
2. Identify hazards associated with personal apparel.
3. Identify machinery and equipment hazards.
4. Identify air and water hazards.
5. Describe safe housekeeping practices in the workplace.

**F. Handling Hazardous Products.....2 Hours****Outcome: Describe safe practices when using pesticides, fertilizers and other hazardous products.**

1. Describe current federal and provincial legislation for hazardous products that relate to the horticultural industry.
2. Apply terminology used to describe toxicity of hazardous products.
3. Interpret hazardous product labels.
4. Assess hazardous products in relation to applicator safety and potential environmental hazards.
5. Describe safe practices in the storage, use, handling and transport of hazardous products.
6. Describe procedures for containing and cleaning up a toxic spill.
7. Use resource material to interpret information on hazardous product use.

**SECTION TWO:..... TOOLS, MACHINERY AND HYDRAULICS..... 20 HOURS****A. Commercial Vehicles.....2 Hours****Outcome: Perform safety checks on commercial vehicles.**

1. Identify safety equipment required for commercial vehicles used in the Landscape Gardener trade.
2. Demonstrate the location of selected hazard warning devices.
3. Perform a pre-trip inspection.

**B. Machinery Maintenance.....6 Hours****Outcome: Demonstrate recommended maintenance practices on machinery.**

1. Describe three-point hitch classes, parts and adjustments.
2. Describe the components of Power Take Off (PTO) coupler shafts and their speeds.
3. Identify machinery protection features.
4. Describe belt and chain drive systems.
5. Describe maintenance for belt, chain and PTO drive systems.
6. Describe machinery lubrication practices.
7. Demonstrate selected machinery maintenance practices.

**C. Engines.....4 Hours****Outcome: Perform basic engine maintenance and operation.**

1. Identify engine components.
2. Identify the two and four stroke cycle events for gasoline and diesel engines.
3. Explain the function and maintenance of selected systems:
  - a) lubrication
  - b) exhaust
  - c) intake
  - d) electrical
4. Interpret maintenance schedules for engines or machines.
5. Identify precautions for cold weather start-up.
6. Identify procedures for engine shut-down.

**D. Hydraulic Systems.....4 Hours****Outcome: Explain hydraulic system operation and basic maintenance practices.**

1. Describe hydraulic fluid principles.
2. Describe the purpose of hydraulic system components and accessories.
3. Select appropriate hydraulic fluids for the required application.
4. Describe procedures for locating leaks.
5. Describe daily routine procedures for checking hydraulic systems.
6. Describe hydraulic tests to troubleshoot operational problems.

**E. Tools.....4 Hours****Outcome: Demonstrate the use and maintenance of hand and power tools.**

1. Describe the selection, safety precautions, use and maintenance of non-cutting hand tools.
2. Describe the selection, safety precautions, use and maintenance of cutting hand tools.
3. Describe the selection, safety precautions, use and maintenance of selected electrical and air tools.

**SECTION THREE: .....SOILS ..... 36 HOURS****A. Soil Formation.....3 Hours****Outcome: Describe the process of natural soil formation**

1. Identify the soil forming factors.
2. Describe the characteristics of grassland, forest and urban soils.
3. Access Canadian soil map information.

**B. Soil Components.....2 Hours****Outcome: Describe how soil components influence soil properties**

1. Describe an ideal mineral soil.
2. Describe how soil components influence soil properties.

**C. Soil Physical Properties.....8 Hours****Outcome: Describe the affects of physical properties of soils on plant growth**

1. Evaluate soil texture and structure.
2. Explain the relationship between plant growth, soil texture and soil structure.
3. Describe the formation of stable soil aggregates.
4. Define soil compaction.
5. Calculate soil Bulk Density.
6. Describe methods and practices to prevent or ameliorate soil compaction issues.
7. Provide pre-design recommendations to prevent/reduce soil compaction.
8. Provide guidelines for soil preservation during stages of development.
9. Interpret soil physical properties from soil test reports.

**D. Soil Chemical Factors.....12 Hours****Outcome: Describe the affects of soil chemical properties on plant growth**

1. Describe cation exchange capacity (CEC).
2. Describe the principles of base saturation.
3. Examine soil reaction (pH) and its effects on nutrient availability.
4. Examine soil salinity and its effects on plant growth.
5. Examine soil sodicity and its effects on plant growth and soil structure.
6. Describe chemical and physical amendments used to modify soil chemistry.
7. Perform lab tests to determine pH, EC, SAR and carbonate levels..
8. Interpret soil chemical properties from soil test reports.

**E. Water Quality.....5 Hours****Outcome: Evaluate the affects of water quality on soil and plant growth**

1. Identify criteria for assessing water quality.
2. Perform water quality testing.
3. Interpret water quality reports.
4. Classify water quality.
5. Identify amendments strategies employed when using poor quality water.

**F. Soil Biological Properties.....3 Hours****Outcome: Describe the affects of soil biological properties on plant growth**

1. Evaluate the role of soil biota.
2. Describe the conditions that influence the growth and function of soil organisms.
3. Describe organic matter cycling and its influence on plant growth.
4. Identify the roles that microorganisms play in the nitrogen and sulphur cycles.
5. Explain the influence of C:N ratios in the process of organic matter breakdown.
6. Interpret lab results from compost testing.
7. Describe compost quality standards in Canada.

**G. Soil Sampling and Fertility.....3 Hours*****Outcome: Assess horticultural capabilities of soils***

1. Identify the essential plant nutrients and their plant-available forms.
2. Identify deficiencies of macro-nutrients and selected micro-nutrients.
3. Compare natural and synthetic fertilizers.
4. Perform basic fertilizer calculations.
5. Identify the process of soil sampling for selected landscape situations.
6. Recommend soil amendments for a selected soil.

**SECTION FOUR: ..... PLANT IDENTIFICATION, USE AND MAINTENANCE I..... 40 HOURS****A. Plant Taxonomy.....27 Hours*****Outcome: Identify selected plants and plant families.***

1. Demonstrate procedures in plant specimen collection and preparation for herbarium samples.
2. Identify specific taxonomic features of selected plant families and genera.
3. Use taxonomic keys to identify plants.
4. Identify selected woody and herbaceous plants by growth habit and ornamental features.
5. Identify selected woody and herbaceous plants relative to their role in natural ecosystems.
6. Identify primary horticultural references for plant identification.
7. Identify current issues in plant identification and classification for the horticulture industry.
8. Apply binomial nomenclature (genus, specific epithet) to identify selected species from the following chart:

Woody Plants		Herbaceous Plants	
Family	Genera	Family	Genera
1. ACERACEAE	a) <i>Acer</i>	1. ASTERACEAE	a) <i>Osteospermum</i>
2. BETULACEAE	a) <i>Betula</i>		b) <i>Senecio</i>
3. CUPRESSACEAE	a) <i>Juniperus</i>		c) <i>Tagetes</i>
	b) <i>Thuja</i>	2. BEGONIACEAE	a) <i>Begonia</i>
4. CORNACEAE	a) <i>Cornus</i>	3. BRASSICACEAE	a) <i>Lobularia</i>
5. OLEACEAE	a) <i>Fraxinus</i>	4. GERANIACEAE	a) <i>Pelargonium</i>
	b) <i>Syringa</i>	5. LOBELIACEAE	a) <i>Lobelia</i>
6. FABACEAE	a) <i>Caragana</i>	6. PORTULACEAE	a) <i>Portulaca</i>
7. PINACEAE	a) <i>Larix</i>	7. SCROPHULARIACEAE	a) <i>Antirrhinum</i>
	b) <i>Picea</i>	8. SOLANACEAE	a) <i>Calibrachoa</i>
	c) <i>Pinus</i>		b) <i>Petunia</i>
8. ROSACEAE	a) <i>Amelanchier</i>	9. VIOLACEAE	a) <i>Viola</i>
	b) <i>Cotoneaster</i>		
	c) <i>Potentilla</i>		
	d) <i>Prunus</i>		
	e) <i>Rosa</i>		
	f) <i>Sorbus</i>		
9. SALICACEAE	a) <i>Populus</i>		
	b) <i>Salix</i>		
10. ULMACEAE	a) <i>Ulmus</i>		

**B. Plant Use in the Landscape.....13 Hours**

**Outcome: Select plant materials for use in the landscape.**

1. Describe the function, value and physical characteristics of plants for the landscape.
2. Describe growth and maintenance requirements for selected species.
3. Describe procedures for establishing annual bedding plants in container and ground beds.
4. Describe practices for maintaining annual bedding plants throughout the growing season.

## SECTION FIVE: ..... BOTANY ..... 28 HOURS

## A. Cells and Tissues.....4 Hours

**Outcome:** *Identify the roles and functions of selected plant cells and tissues.*

1. Describe the role of selected components of a plant cell.
2. Describe the role of selected types of meristematic tissues.
3. Describe the function of selected permanent tissues.

## B. Stems.....5 Hours

**Outcome:** *Identify the functions and growth patterns of a plant stem.*

1. Outline the main functions of the stem.
2. Locate the main external features of a stem.
3. Differentiate between old and new growth on a woody stem.
4. Locate selected internal regions of a stem.
5. Explain the process of primary growth.
6. Explain the process of secondary growth.
7. Compare the anatomy, morphology and growth patterns of monocot and dicot stems.
8. Compare horticulturally important specialized stems.

## C. Leaves.....5 Hours

**Outcome:** *Identify the main functions of leaves.*

1. Describe the main functions of leaves.
2. Use terminology to identify selected aspects of leaf morphology.
3. Explain the role of selected tissues found in a leaf.
4. Describe the process of leaf initiation and development.
5. Compare monocot and dicot leaf morphology and anatomy
6. Describe the purpose of selected specialized leaves.

## D. Roots.....4 Hours

**Outcome:** *Identify the functions and growth characteristics of roots.*

1. Describe the main functions of roots.
2. Compare the physical and growth characteristics of different types of root systems.
3. Describe the function of selected regions in the internal structure of a root.
4. Describe the process of root growth.
5. Identify factors that promote and inhibit root growth and development.
6. Explain the function of selected specialized roots.

## E. Flowers.....5 Hours

**Outcome:** *Identify flower types and their functions.*

1. Describe the functions of flowers.
2. Explain the processes of pollination and fertilization.

3. Apply terminology to selected flower morphology.
4. Compare the features of monocot and dicot flowers.

**F. Fruit.....4 Hours**

**Outcome: Compare the process of fruit development in fruit types.**

1. Describe the process of fruit development.
2. Identify selected types of fruit.
3. Compare the structure of seeds and fruits.
4. Identify the major internal parts of a fruit.

**G. Plant Life Cycles.....1 Hour**

**Outcome: Describe the life cycles of plants.**

1. Describe plants in terms of their life cycles.
2. Explain the relevance of plant life cycles in terms of horticultural practices.

**SECTION SIX:.....GREENHOUSE PRODUCTION AND ENVIRONMENT ..... 44 HOURS**

**A. Containerization and Media.....4 Hours**

**Outcome: Compare plant containers and growing media for plant production.**

1. Identify selected greenhouse containers and their uses.
2. Compare containers used in greenhouse production.
3. Describe the characteristics of selected container media components.
4. Compare selected greenhouse media mixtures and amendments.
5. Demonstrate selected media preparation methods.

**B. Greenhouse Environment.....4 Hours**

**Outcome: Explain how a greenhouse environment can influence plant growth.**

1. Describe the relationship between stage of growth and environmental requirements.
2. Explain how to manipulate photoperiod to control plant growth.
3. Describe the relationship between stage of growth and nutrient requirements.
4. Describe the characteristics and application methods of fertilizers used in greenhouse production.
5. Describe the affect of water quality and temperature on plant uptake and growth.

**C. Propagation.....4 Hours**

**Outcome: Demonstrate propagation techniques for greenhouse production.**

1. Practice selected vegetative propagation techniques.
2. Demonstrate seeding techniques.
3. Explain general germination requirements.
4. Describe the advantages and disadvantages of plug production.

**D. Growing-On.....4 Hours****Outcome: Demonstrate transplanting and potting techniques.**

1. Practice the transplanting of seedlings.
2. Describe maintenance requirements for new transplants.
3. Demonstrate the potting-up of vegetative cuttings.
4. Demonstrate re-potting methods.

**E. Hardening-Off.....2 Hours****Outcome: Explain the procedures for hardening-off plants.**

1. Explain the benefits of hardening off plants.
2. Describe procedures for hardening off plants.
3. Describe the tolerance factors of selected plants.

**F. Plant Health Problems.....6 Hours****Outcome: Describe greenhouse pests, diseases and environmental influences on plant health.**

1. Identify common greenhouse pests and their damage symptoms
2. Identify common greenhouse diseases and their damage symptoms.
3. Describe cultural practices useful in reducing the incidence of plant disease.
4. Describe abiotic causes of poor crop health.
5. Identify symptoms of phytotoxic pollutants in greenhouse environments.

**G. Plant Handling.....2 Hours****Outcome: Describe efficient methods for packaging, storing and shipping greenhouse crops.**

1. Outline common practices in the packaging, storage and shipment of crops produced in the greenhouse.
2. Describe conditions that affect plant value throughout handling and shipping practices.

**H. Greenhouse Structures.....9 Hours****Outcome: Evaluate greenhouse structures and equipment.**

1. Identify typical greenhouse designs.
2. Assess the orientation of greenhouse structures.
3. Compare materials used in greenhouse construction and layout.

**I. Environmental Control Systems.....9 Hours****Outcome: Operate greenhouse environmental control systems.**

1. Explain procedures for temperature control in a greenhouse.
2. Describe systems used to control greenhouse environments.
3. Explain procedures for supplying water to greenhouse crops.
4. Compare selected systems for irrigation and misting.
5. Compare selected lighting systems used in the production of greenhouse crops.



6. Explain the practice of carbon dioxide enrichment of greenhouse crops.
7. Compare selected carbon dioxide injection systems.

## SECTION SEVEN: LANDSCAPE CONSTRUCTION AND MAINTENANCE FUNDAMENTALS..... 62 HOURS

### A. Basic Grading and Site Preparation.....14 Hours

**Outcome:** *Demonstrate procedures for site grading and preparation.*

1. Perform slope calculations for site grading and preparation.
2. Describe technical systems that provide drainage on a landscape construction site:
  - a) surface drainage systems
  - b) subsurface drainage systems
3. Calculate soil volumes for selected site grading requirements.
4. Compare the capabilities of selected equipment used to cut/fill a landscape site.
5. Sketch a basic site drainage plan.
6. Demonstrate final site preparation (fine grading).

### B. Turf Selection and Installation.....20 Hours

**Outcome:** *Install turf grass in a landscape.*

1. Describe the characteristics of selected types of turf grasses.
2. Describe the affects of harvesting, handling and storage on sod quality.
3. Describe the process of seedbed preparation.
4. Calculate seeding rates.
5. Describe selected seeding practices.
6. Demonstrate procedures for laying sod.
7. Describe procedures for establishing turf grass.

### C. Woody Plant Selection.....4 Hours

**Outcome:** *Identify criteria for sourcing and selecting woody plant material.*

1. Interpret industry standards and specifications for woody plant material.
2. Select healthy stock for installation.

### D. Woody Plant Installation.....10 Hours

**Outcome:** *Demonstrate selected installation practices for woody plants.*

1. Interpret planting specifications and site layout.
2. Demonstrate loading and unloading procedures.
3. Describe on-site storage of woody plant material.
4. Demonstrate woody plant material installation procedures.
5. Demonstrate plant support methods.
6. Demonstrate maintenance practices employed during the establishment period.

**E. Pruning Fundamentals.....14 Hours**

***Outcome: Demonstrate basic pruning techniques.***

1. Explain the reasons for pruning woody plants.
2. Describe the effects of pruning.
3. Define pruning terminology.
4. Identify selected pruning tools and equipment.
5. Demonstrate selected pruning techniques.

**SECOND PERIOD TECHNICAL TRAINING  
LANDSCAPE GARDENER TRADE  
COURSE OUTLINE**

UPON SUCCESSFUL COMPLETION OF THIS PROGRAM THE APPRENTICE SHOULD BE ABLE TO PERFORM THE FOLLOWING OUTCOMES AND OBJECTIVES.

**SECTION ONE:..... WORKPLACE COMMUNICATION & PERSONAL MANAGEMENT ..... 24 HOURS**

**A. Personal Management.....4 Hours**

**Outcome: Apply intrapersonal management strategies & techniques.**

1. Describe intrapersonal skills that effect workplace success.
2. Identify strategies to develop confidence in workplace communication
3. Describe strategies for time management
4. Identify strategies to address stress in the workplace.

**B. Oral Communication.....7 Hours**

**Outcome: Demonstrate effective oral communication.**

1. Apply components of the communication process.
2. Demonstrate verbal communication strategies and techniques.
3. Demonstrate non-verbal strategies and techniques.
4. Deliver a presentation.

**C. Interpersonal Communication.....5 Hours**

**Outcome: Apply interpersonal communication principles to build and maintain relationships**

1. Describe the principles of interpersonal communication.
2. Explain how mediated communication impacts relationships.
3. Explain the guidelines of ethical communication.
4. Describe conflict management styles and strategies for dealing with interpersonal conflict.

**D. Written Communication.....3 Hours**

**Outcome: Demonstrate written communication skills relevant to the horticultural industry.**

1. Use conventions of sentence construction and grammar in written communications.
2. Practice proof-reading and editing skills.
3. Produce an industry-specific written document.

**E. Professional Practice.....5 Hours**

**Outcome: Describe skills required to build a positive relationship with customers.**

1. Identify characteristics of professional behaviour as it relates to the horticultural industry:
2. Describe the role of the professional in meeting customer needs.
3. Describe the principles of customer service.

**SECTION TWO: ..... IRRIGATION FUNDAMENTALS ..... 22 HOURS**

**A. Introduction to Irrigation.....2 Hours**

**Outcome: Describe irrigation conservation principles.**

1. Explain the use of irrigation technology to maintain plant health and conserve water.
2. Describe regulatory requirements for water use.

**B. Soil - Plant - Water Relationships.....7 Hours**

**Outcome: Determine water requirements for specific plants and site conditions.**

1. Describe irrigation requirements relative to plant types, soil types and environmental conditions.
2. Perform calculations related to sprinkler run time.
3. Explain outcomes of an irrigation audit.

**C. Irrigation Systems.....8 Hours**

**Outcome: Identify the components of residential and commercial irrigation systems.**

1. Identify selected irrigation system components and their uses.
2. Determine system capacity.
3. Describe methods to maximize irrigation system efficiency.
4. Explain how water quality can affect the choice of irrigation system components.

**D. Pumping Systems.....5 Hours**

**Outcome: Explain the use and application of irrigation pumps.**

1. Explain the operation of various types of irrigation pumps.
2. Calculate total dynamic head.

**SECTION THREE: ..... SITE ASSESSMENT, SURVEYING AND LAYOUT..... 36 HOURS**

**A. Site Assessment.....6 Hours**

**Outcome: Create a base plan.**

1. Gather all required information from a landscape site.
2. Use a Real Property Report to extract legal information about a landscape site.
3. Describe how grade certificates are used in the creation of a base plan.
4. Describe how grades are illustrated on a plan.
5. Generate a base plan based on selected specifications.

**B. Surveying.....30 Hours**

**Outcome: Use surveying to lay out a landscape construction site.**

1. Define basic terminology used in surveying.
2. Use selected survey equipment.
3. Interpret working drawings
4. Demonstrate the process for laying out a landscape construction site.

5. Demonstrate the collection and recording of on-site survey data.
6. Interpret survey/site data.
7. Demonstrate the use of grade stakes.
8. Demonstrate the use of scale on working drawings.

**SECTION FOUR: ..... LANDSCAPE CONSTRUCTION I ..... 42 HOURS**

**A. Retaining Wall Construction.....17 Hours**

**Outcome: Construct a retaining wall.**

1. Describe selected retaining wall systems.
  - a) purpose
  - b) materials
  - c) functional design styles
2. Describe critical design factors for retaining wall construction:
  - a) codes and standards
  - b) estimated stress loads
  - c) weight distribution
  - d) corner bracing
  - e) height restrictions
  - f) anchoring systems
  - g) battered walls
3. Fabricate a modular retaining wall system:
  - a) Interpret construction drawings
  - b) estimate materials required
  - c) lay out and construct retaining wall structure

**B. Modular and Natural Stone Features.....17 Hours**

**Outcome: Fabricate a patio or walkway using basic paving units or natural stone.**

1. Assess paving and natural stone for selected applications and maintenance.
2. Describe engineering standards for paving stone installation.
3. Demonstrate layout for a selected installation project.
4. Demonstrate sub-grade and base preparation.
5. Interpret Proctor Density compaction tests.
6. Estimate materials for a selected project.
7. Demonstrate the manual installation of precast pavers.
8. Describe ongoing maintenance requirements for natural and manufactured paving stone systems.

**C. Timber Construction.....5 Hours**

**Outcome: Fabricate a landscape feature using timber construction.**

1. Interpret blueprints and specifications for a timber construction project.
2. Assess wood types for selected applications and maintenance.
3. Calculate materials requirements.

4. Demonstrate layout for a selected project.
5. Construct a selected project.

**D. Concrete Fundamentals.....3 Hours**

**Outcome: Assess concrete as a landscape construction material.**

1. Assess concrete as a design material.
2. Describe the requirements of making quality concrete.
3. Describe concrete surface defects.
4. Compare types of hardware for fastening to concrete.

**SECTION FIVE: .....PLANT IDENTIFICATION, USE AND MAINTENANCE II ..... 40 HOURS**

**A. Plant Taxonomy.....27 Hours**

**Outcome: Identify selected plants and plant families.**

1. Demonstrate procedures in plant specimen collection and preparation for herbarium samples.
2. Identify specific taxonomic features of selected plant families and genera.
3. Use taxonomic keys to identify plants.
4. Identify selected woody and herbaceous plants by growth habit and ornamental features.
5. Identify selected woody and herbaceous plants relative to their role in ecosystems.
6. Identify primary horticultural references for plant identification.
7. Identify current issues in plant identification and classification for the horticulture industry.
8. Apply binomial nomenclature (genus, specific epithet) to identify selected species from the following chart:

Woody Plants			Herbaceous Plants		
Family		Genera	Family		Genera
1. ACERACEAE	a)	<i>Acer</i>	1. APIACEAE	a)	<i>Aegopodium</i>
2. BETULACEAE	a)	<i>Betula</i>	2. APOCYNACEAE	a)	<i>Vinca</i>
3. CORNACEAE	a)	<i>Cornus</i>	3. ASTERACEAE	a)	<i>Artemisia</i>
4. CUPRESSACEAE	a)	<i>Juniperus</i>		b)	<i>Echinacea</i>
	b)	<i>Microbiota</i>	4. CARYOPHYLLACEAE	a)	<i>Cerastium</i>
5. ELAEAGNACEAE	a)	<i>Elaeagnus</i>		b)	<i>Dianthus</i>
	b)	<i>Hippophae</i>	5. CORNACEAE	a)	<i>Cornus</i>
	c)	<i>Shepherdia</i>	6. CRASSULACEAE	a)	<i>Bergenia</i>
6. FAGACEAE	a)	<i>Quercus</i>	7. FUMARIACEAE	a)	<i>Dicentra</i>
7. HYDRANGEACEAE	a)	<i>Hydrangea</i>	8. IRIDACEAE	a)	<i>Iris</i>
	b)	<i>Philadelphus</i>	9. LAMIACEAE	a)	<i>Lamium</i>

8. OLEACEAE	a) <i>Fraxinus</i> b) <i>Syringa</i>	10. LILIACEAE	a) <i>Hemerocallis</i> b) <i>Hosta</i>
9. PINACEAE	a) <i>Abies</i> b) <i>Picea</i> c) <i>Pinus</i> d) <i>Pseudotsuga</i>	11. PAEONIACEAE	a) <i>Paeonia</i>
10. ROSACEAE	a) <i>Malus</i> b) <i>Physocarpus</i> c) <i>Prunus</i> d) <i>Rosa</i> e) <i>Sorbus</i> f) <i>Spiraea</i>	12. POLYPODIACEAE	a) <i>Matteuccia</i>
11. SALICACEAE	a) <i>Salix</i> b) <i>Populus</i>	13. RANUNCULACEAE	a) <i>Anemone</i> b) <i>Aquilegia</i>
12. SAXIFRAGACEAE	a) <i>Ribes</i>	14. ROSACEAE	a) <i>Alchemilla mollis</i>

**B. Plant Use in the Landscape.....13 Hours**

**Outcome: Select plant materials for use in the landscape.**

1. Describe the function, value and physical characteristics of plants for the landscape.
2. Describe growth and maintenance requirements for selected species.
5. Describe general practices for establishing herbaceous perennials.
6. Describe general practices for the ongoing maintenance of herbaceous perennials.

**SECTION SIX:.....PEST MANAGEMENT ..... 54 HOURS**

**A. Integrated Pest Management..... 10 Hours**

**Outcome: Describe the principles of integrated pest management**

1. Discuss the management of ecosystem to prevent organisms from becoming pests.
2. Describe methods to identify potential pest problems.
3. Describe the components of a pest monitoring and recording system.
4. Discuss the concept of threshold relative to carrying out treatments.
5. Explain how to manage the naturally occurring enemies of pests in the landscape.
6. Distinguish between site specific and pest specific strategies.
7. Discuss evaluation of the effectiveness of treatments.

**B. Insect Identification and Management.....12 Hours**

**Outcome: Identify selected insects and their management.**

1. Describe the beneficial role of insects.
2. Identify common types of insect damage.
3. Describe selected methods of insect management.
4. Explain the characteristics of insects which enable them to succeed under changing environmental conditions.
5. Compare insect life cycles.
6. Differentiate between insect orders common on the prairies:
  - a) Coleoptera
  - b) Hemiptera
  - c) Hymenoptera
  - d) Lepidoptera
7. From insect orders common on the prairies, identify selected insect pests of ornamental landscapes.
8. Recognize native and alien insects which have been identified as having the potential to become pests in the ornamental landscape.

**C. Disease Identification and Management.....4 Hours**

**Outcome: Identify plant diseases and their management.**

1. Identify common types of plant symptoms caused by disease organisms.
2. Describe selected methods of disease management.
3. Compare bacteria and fungi diseases
4. Identify selected plant diseases common to the ornamental landscape:
  - a) bacterial
  - b) fungal
5. Recognize diseases which have been identified as having the potential to become significant pests in the ornamental landscape.

**D. Plant Disorders.....2 Hours**

**Outcome: Identify plant disorders and their management.**

1. Identify common symptoms of selected disorders.
2. Recommend management practices to prevent or mitigate selected disorders.

**E. Weed Identification and Management.....16 Hours**

**Outcome: Identify weeds and their management.**

1. Describe weed biology.
2. Assess selected integrated methods of weed management:
3. Describe means of classifying weeds using the Weed Control Act of Alberta.
4. Identify selected weeds in the following families:
  - a) Asteraceae
  - b) Brassicaceae



- c) Poaceae
- d) Chenopodiaceae

5. Recognize weeds which have been identified as having the potential to become significant pests in the ornamental landscape.

**F. Pesticide Safety and Legislation.....10 Hours**

**Outcome: Explain pesticide legislation and the responsibilities of the Landscape Gardener in relation to pest control and the application of pesticides.**

1. Describe the role of the Federal Government in pesticide legislation
2. Explain the purpose of exotic species legislation including the Invasive Species Act.
3. Describe the role of the Provincial government in pesticide and pest management legislation
4. Describe the Pest Management Regulatory Agency's (PMRA) pesticide assessment process.
5. Describe pesticide application with regard to personal and public safety.
6. Describe pesticide application with regard to environmental safety.
7. Interpret pest control product information found on product labels, MSDS sheets and other selected resources.
8. Describe the process of attaining a Pesticide Applicator Certificate.

**SECTION SEVEN: .....TURF MAINTENANCE ..... 22 HOURS**

**A. Turfgrass Fertilization.....4 Hours**

**Outcome: Select a fertilizer for turfgrass.**

1. Describe the function of turfgrass fertilization.
2. Describe the collection and preparation of soil samples from a turfgrass site.
3. Interpret soil test results.
4. Compare the characteristics of selected types of fertilizers and amendments for turf.
5. Select fertilizers and amendments for specific purposes
6. Calculate application rates.
7. Describe the effects of turfgrass fertilization on other plants in the landscape.
8. Recommend fertilizer schedules that account for seasonal requirements.

**B. Sustainable Turfgrass Management Practices.....18 Hours**

**Outcome: Manage turfgrass to ensure sustainability.**

1. Describe year round management techniques for the prairie provinces.
2. Describe water management for turfgrass.
3. Assess methods to manage thatch.
4. Describe causes of soil compaction.
5. Describe methods of solving or mitigating compaction problems.
6. Describe how turfgrass maintenance practices affect soil health.

**THIRD PERIOD TECHNICAL TRAINING  
LANDSCAPE GARDENER TRADE  
COURSE OUTLINE**

UPON SUCCESSFUL COMPLETION OF THIS PROGRAM THE APPRENTICE SHOULD BE ABLE TO PERFORM THE FOLLOWING OUTCOMES AND OBJECTIVES.

**SECTION ONE:..... LANDSCAPE DESIGN FUNDAMENTALS ..... 40 HOURS**

**A. Introduction to Landscape Design .....1 Hour**

**Outcome: Describe the scope of landscape design.**

1. Describe the practice of landscape design.
2. Explain the roles and responsibilities of the landscape designer.
3. Explain the roles and responsibilities of various project stakeholders.

**B. Design Principles and Elements .....6 Hours**

**Outcome: Analyze landscape design principles and elements**

1. Describe the design principles that are applied in the landscape.
2. Describe the design elements that are applied in the landscape.
3. Critique established landscape projects based on design elements and principles.

**C. Manual Graphics.....7 Hours**

**Outcome: Develop manual graphic skills.**

1. Demonstrate the use of selected drafting tools.
2. Develop appropriate line weights and line types.
3. Develop lettering sizes and styles.
4. Review scaling of drawings.
5. Describe the basic elements of landscape symbols.
6. Develop selected landscape symbols.

**D. Design Process.....14 Hours**

**Outcome: Apply the landscape design process to a selected landscape project.**

1. Describe the techniques for developing a client interview.
2. Prepare a client interview checklist.
3. Conduct a client interview.
4. Describe the function of a design proposal.
5. Prepare a design proposal template.
6. Develop a landscape design proposal.
7. Prepare a site assessment of a project site.
8. Prepare a functional plan for a project site
9. Prepare a concept plant for a project site.

**E. Master Plan.....12 Hours**

**Outcome: *Develop a landscape master plan for a selected project.***

1. Demonstrate rendering and colouring techniques.
2. Assemble examples of landscape master plans and elevations.
3. Produce a landscape master plan and elevations for a project site.

**SECTION TWO:..... PLANT IDENTIFICATION, USE AND MAINTENANCE III..... 40 HOURS**

**A. Plant Taxonomy.....27 Hours**

**Outcome: *Identify selected plants and plant families.***

1. Demonstrate procedures in plant specimen collection and preparation for herbarium samples.
2. Identify specific taxonomic features of selected plant families and genera.
3. Use taxonomic keys to identify plants.
4. Identify selected woody and herbaceous plants by growth habit and ornamental features.
5. Identify selected woody and herbaceous plants relative to their role in natural ecosystems.
6. Identify primary horticultural references for plant identification.
7. Identify current issues in plant identification and classification for the horticulture industry.
8. Apply binomial nomenclature (genus, specific epithet) to identify selected species from the following chart:

Woody Plants		Herbaceous Annuals & Perennials	
Family	Genera	Family	Genera
1. ANACARDIACEAE	a) <i>Rhus</i>	1. AIZOACEAE	a) <i>Mesembryanthemum</i>
2. BERBERIDACEAE	a) <i>Berberis</i>	2. ASTERACEAE	a) <i>Zinnia</i>
3. BETULACEAE	a) <i>Alnus</i>	3. CAMPANULACEAE	a) <i>Campanula</i>
	b) <i>Betula</i>	4. CARYOPHYLLACEAE	a) <i>Dianthus</i>
	c) <i>Corylus</i>	5. CRASSULACEAE	a) <i>Sedum</i>
4. CAPRIFOLIACEAE	a) <i>Lonicera</i>		b) <i>Sempervivum</i>
	b) <i>Sambucus</i>	6. ERICACEAE	a) <i>Arctostaphylos</i>
	c) <i>Symphoricarpos</i>	7. LAMIACEAE	a) <i>Ajuga</i>
	d) <i>Viburnum</i>		b) <i>Lamium</i>
5. CELASTRACEAE	a) <i>Euonymus</i>		c) <i>Salvia</i>
6. ERICACEAE	a) <i>Rhododendron</i>		d) <i>Stachys</i>
7. FABACEAE	a) <i>Genista</i>		e) <i>Thymus</i>
8. HIPPOCASTANACEAE	a) <i>Aesculus</i>	8. MALVACEAE	a) <i>Lavatera</i>
9. OLEACEAE	a) <i>Forsythia</i>	9. RANUNCULACEAE	a) <i>Cimicifuga</i>
10. PINACEAE	a) <i>Picea</i>		b) <i>Clematis</i>
	b) <i>Pinus</i>		c) <i>Trollius</i>
11. JUGLANDACEAE	a) <i>Juglans</i>	10. SAXIFRAGACEAE	a) <i>Astilbe</i>
12. RHAMNACEAE	a) <i>Rhamnus</i>		b) <i>Heuchera</i>
13. ROSACEAE	a) <i>Crataegus</i>		
	b) <i>Prunus</i>		
	c) <i>Pyrus</i>		
	d) <i>Rosa</i>		
14. SALICACEAE	a) <i>Populus</i>		
	b) <i>Salix</i>		
15. TILIACEAE	a) <i>Tilia</i>		
16. THYMELACEAE	a) <i>Daphne</i>		
17. ULMACEAE	a) <i>Celtis</i>		
18. VITACEAE	a) <i>Parthenocissus</i>		
	b) <i>Vitis</i>		

**B. Plant Use in the Landscape.....13 Hours**

**Outcome: Select plant materials for use in the landscape.**

1. Describe the function, value and physical characteristics of plants for the landscape.
2. Describe growth and maintenance requirements for selected species.

**SECTION THREE:.....PLANT PHYSIOLOGY.....20 HOURS****A. Biochemical Processes.....8 Hours*****Outcome: Identify primary biochemical processes in plants.***

1. Describe the process of photosynthesis.
2. Analyse horticultural practices and environmental factors that affect the rate of photosynthesis.
3. Describe the process of respiration.
4. Analyse horticultural practices and environmental factors that affect the rate of respiration.

**B. Transport in the Plant.....4 Hours*****Outcome: Explain transport processes in plants.***

1. Describe water transport.
2. Describe phloem transport.

**C. Growth and Development in Plants.....3 Hours*****Outcome: Identify the processes that influence plant growth and development.***

1. Describe the process of protein synthesis.
2. Describe the process of reproduction.
3. Describe the affects of selected growth regulators on developmental processes.

**D. Plant Stress.....5 Hours*****Outcome: Identify physiological factors that affect plant response to stress.***

1. Describe how drought stress affects plant growth.
2. Describe adaptive features of selected species relative to drought stress.
3. Assess horticultural practices in relation to drought tolerance.
4. Describe how cold temperatures affect plant cells, tissues and organs.
5. Describe adaptive features of selected species relative to low temperature stress.
6. Describe the acclimation process.
7. Assess horticultural practices that improve plant resistance and tolerance to stresses in order to increase survival rates.
8. Explain variables the determine species susceptibly to pollutants.
9. Identify species that demonstrate significant tolerance or susceptibility to common air and soil-bourne pollutants.

**SECTION FOUR: ..... SUSTAINABLE IRRIGATION PRACTICES..... 46 HOURS****A. Irrigation System Planning.....1 Hour*****Outcome: Identify general factors that govern irrigation system planning.***

1. Describe factors involved in planning an irrigation system.

- B. Principles of Hydraulics.....5 Hours**
- Outcome: Analyze principles of hydraulics to determine the equipment required for a given irrigation system.**
1. Use hydraulic data to design sprinkler irrigation systems.
  2. Describe pressure and elevation relationships.
  3. Assess pressure loss in selected equipment.
- C. Design Concepts.....9 Hours**
- Outcome: Design an irrigation system for a residential landscape installation.**
1. Explain block-system design theory.
  2. Explain quick-coupler design theory.
  3. Design an irrigation system for a residential landscape installation.
- D. Design Factors.....2 Hours**
- Outcome: Describe factors when planning irrigation systems.**
1. Explain specific design factors in residential and commercial systems.
- E. Specifications.....2 Hours**
- Outcome: Interpret irrigation specifications for a landscape design.**
1. Interpret basic irrigation specifications.
  2. Develop a materials list from a set of irrigation specifications.
- F. Installation.....12 Hours**
- Outcome: Install an irrigation system.**
1. Perform installation procedures for irrigation systems.
- G. Maintenance and Repair.....3 Hours**
- Outcome: Maintain and repair an irrigation system.**
1. Describe the maintenance of an irrigation system.
  2. Describe procedures for repairing an irrigation system.
- H. Systems Troubleshooting.....2 Hours**
- Outcome: Troubleshoot a malfunctioning irrigation system.**
1. List factors for troubleshooting an irrigation system.
  2. Develop a troubleshooting checklist.
- I. Sustainable Water Management Practices.....10 Hours**
- Outcome: Describe sustainable water management strategies for irrigation systems.**
1. Identify design techniques for water conservation.
  2. Describe water auditing procedures.

3. Perform an irrigation system audit.

**SECTION FIVE: .....ARBORICULTURE AND URBAN FORESTRY ..... 50 HOURS**

**A. Introduction.....3 Hours**

**Outcome:** *Explain common goals of urban forestry and the role of arboriculture in achieving those goals.*

1. Discuss the focus, value, challenges and constraints involved in urban forest management.
2. Describe the common elements of an urban forest management plan.
3. Discuss the role of the arboriculture sector as it relates to urban forestry.
4. Access related resources and organizations.

**B. Tree Biology.....6 Hours**

**Outcome:** *Use tree anatomy to determine the relative health of trees.*

1. Explain how tree phenology is used to determine the timing of arboriculture activities.
2. Identify anatomical and morphological features of branches.
3. Identify common structural problems of young and mature trees.
4. Explain the tree's defence system.

**C. Pruning.....6 Hours**

**Outcome:** *Assess pruning techniques for trees.*

1. Describe the procedure for the pruning of trees.
2. Describe specialty pruning procedures.

**D. Tree Support Systems.....2 Hours**

**Outcome:** *Describe tree repair techniques.*

1. Describe tree bracing, cabling and flexible support systems.
2. Compare tree repair techniques.

**E. Tree Removal.....5 Hours**

**Outcome:** *Describe tree removal techniques.*

1. Describe tree-felling procedures.
2. Describe tree removal rigging and procedures.
3. Demonstrate general chainsaw use and safety.

**F. Working Aloft.....4 Hours**

**Outcome:** *Demonstrate safe practices when working aloft.*

1. Demonstrate selected rope knots.
2. Identify climbing gear and equipment.
3. Assess climbing techniques.
4. Describe aerial lift service operations.

5. Explain aerial rescue procedures.
6. Identify high voltage line awareness.
7. Explain the importance of teamwork when working aloft.

**G. Tree Risk Assessment.....7 Hours**

**Outcome: Describe principles of the hazard evaluation process.**

1. Describe the risk assessment process.
2. Practice methods of determining tree condition.

**H. Tree Valuation.....6 Hours**

**Outcome: Assess tree value.**

1. Describe the factors involved in valuation.
2. Demonstrate the replacement cost methods of tree valuation.

**I. Tree Inventory.....9 Hours**

**Outcome: Describe the purpose of tree inventory systems.**

1. Identify factors involved in a tree inventory.
2. Describe the use of the Global Information System (GIS) for tree inventory.

**J. Tree Protection.....1 Hour**

**Outcome: Explain tree protection.**

1. Calculate tree protection zones.
2. Describe how to protect trees on a construction site.

**K. Arboriculture and the Law.....1 Hour**

**Outcome: Describe liability issues related to trees.**

1. Describe means of determining legislation relevant to arboriculture work.

**SECTION SIX:.....LANDSCAPE CONSTRUCTION II..... 44 HOURS**

**A. Advanced Landscape Construction.....18 Hours**

**Outcome: Complete a carpentry project.**

1. Interpret plan details for construction of a selected project.
2. Estimate the quantities and types of material needed to construct a selected project.
3. Construct a given project to plan specifications.

**B. Water Feature Construction.....14 Hours**

**Outcome: Install a water feature.**

1. Describe the functions of water features in a landscape.
2. Assess available water feature products.
3. Develop a water feature project construction plan.



4. Estimate the quantities and types of material needed to construct a selected project.
5. Install a water feature.

**C. Landscape Lighting .....7 Hours**

***Outcome: Install landscape lighting.***

1. Describe the functions of lighting in a landscape.
2. Assess available lighting styles and designs.
3. Develop lighting project construction plan.
4. Estimate the quantities and types of material needed to construct a selected project.
5. Install lighting in conjunction with a water feature.

**D. Sustainable Practice in Landscape Construction .....5 Hours**

***Outcome: Recommend sustainable landscape construction strategies.***

1. Describe design and construction practices used to reduce the negative environmental impact of a landscape project.
2. Apply life-cycle assessment to determine environmental impacts of selected construction materials and products.
3. Determine the environmental impacts of selected construction materials and products.
4. Describe the economic impacts of sustainable landscape construction practices.

**FOURTH PERIOD TECHNICAL TRAINING  
LANDSCAPE GARDENER TRADE  
COURSE OUTLINE**

UPON SUCCESSFUL COMPLETION OF THIS PROGRAM THE APPRENTICE SHOULD BE ABLE TO  
PERFORM THE FOLLOWING OUTCOMES AND OBJECTIVES.

**SECTION ONE:.....LANDSCAPE DESIGN ..... 50 HOURS**

**A. Construction Plans.....32 Hours**

***Outcome: Prepare landscape construction plans for a project site.***

1. Review principles of base plan preparation.
2. Produce a base plan and a title block.
3. Describe the function of a layout and grading plan.
4. Develop a layout and grading plan.
5. Describe the function of a planting plan.
6. Develop a planting plan.
7. Describe the function of a lighting plan.
8. Develop a lighting plan.
9. Describe the function of construction details.
10. Develop construction details.

**B. Contract Documentation.....6 Hours**

***Outcome: Prepare landscape contract documents.***

1. Describe the functions of specifications and bid documents.
2. Develop specifications and bid documents.

**C. Sustainable Landscape Technologies.....6 Hours**

***Outcome: Determine applicable uses of sustainable landscape technologies.***

1. Define low impact development.
2. Describe the functions of constructed wetlands.
3. Describe the functions of rain gardens and bioswales.
4. Describe the functions of green roofs and living walls.
5. Describe the functions of permeable paving.
6. Discuss emergent sustainable landscape technologies.

**D. Landscape Design Software.....6 Hours**

***Outcome: Describe the functions of selected landscape design software.***

1. Describe the functions of computer-aided drafting applications.
2. Describe the functions of 3D modelling applications.
3. Describe the functions of digital image rendering applications.

**SECTION TWO:.....BUSINESS OPERATIONS ..... 36 HOURS****A. Human Resource Management.....8 Hours****Outcome: Describe provincial legislation as it applies to employment standards.**

1. Describe the Labour Standards Act with reference to the various sectors of the landscape industry.
2. Describe typical employee benefits packages and programs.
3. Explain the Alberta Occupational Health and Safety Act regulations as they apply to the workplace.
4. Identify the parameters and requirements of WCB coverage for employees.

**B. Staff Recruitment and Retention Strategies.....6 Hours****Outcome: Identify human resource recruitment and retention strategies.**

1. Describe employee recruitment processes.
2. Describe employee retention strategies.
3. Describe employee professional development strategies.
4. Describe the Alberta Apprenticeship Blue Seal Program.
5. Discuss Red Seal/ Interprovincial standards Program.

**C. Workplace Mentoring Skills.....10 Hours****Outcome: Describe mentoring skills for training in the work place.**

1. Describe mentoring skills for enhancing employee productivity and job satisfaction.
2. Describe strategies for building productive work teams.
3. Describe selected supervisory and leadership skills.
4. Describe methods for delegating work assignments.
5. Describe the advantages and disadvantages of workplace conflict.
6. Describe selected conflict resolution strategies.

**D. Apprenticeship Advisory Network.....2 Hours****Outcome: Describe the apprenticeship program advisory network.**

1. Explain the role and purpose of the advisory network, local apprenticeship committees, and provincial apprenticeship committees.

**E. Basic Business Administration.....10 Hours****Outcome: Describe basic financial information in the operation of a business.**

1. Describe the purpose of an operating budget.
2. Describe the purpose of an income and expense statement as it relates to profitability.
3. Explain job cost information.
4. Describe purchase orders, invoicing and payment options.
5. Relate work team behaviour to the overall profitability of the organization.

## SECTION THREE: ..... PLANT IDENTIFICATION, USE AND MAINTENANCE IV ..... 46 HOURS

## A. Plant Taxonomy .....33 Hours

**Outcome: *Identify selected plants and plant families.***

1. Demonstrate procedures in plant specimen collection and preparation for herbarium samples.
2. Identify specific taxonomic features of selected plant families and genera.
3. Use taxonomic keys to identify plants.
4. Identify selected woody and herbaceous plants by growth habit and ornamental features.
5. Identify selected woody and herbaceous plants relative to their role in natural ecosystems.
6. Identify primary horticultural references for plant identification.
7. Identify current issues in plant identification and classification for the horticulture industry.
8. Apply binomial nomenclature (genus, specific epithet) to identify selected species from the following chart:

Hardy Bulbs		Herbaceous Plants	
Family	Genera	Family	Genera
1. ALIACEAE	a) <i>Allium</i>	1. ASTERACEAE	a) <i>Coreopsis</i>
2. IRIDACEAE	a) <i>Crocus</i>		b) <i>Dahlia</i>
3. LILIACEAE	a) <i>Muscari</i>		c) <i>Gaillardia</i>
	b) <i>Narcissus</i>		d) <i>Liatris</i>
	c) <i>Scilla</i>		e) <i>Ligularia</i>
	d) <i>Tulipa</i>	2. BORAGINACEAE	a) <i>Pulmonaria</i>
		3. BRASSICACEAE	a) <i>Brassica</i>
			b) <i>Matthiola</i>
Wetland Plants		4. CANNABACEAE	a) <i>Humulus</i>
Family	Genera	5. DIPSACEAE	a) <i>Scabiosa</i>
1. ALISMATACEAE	a) <i>Sagittaria</i>	6. EUPHORBIACEAE	a) <i>Euphorbia</i>
2. EquisitACEAE	a) <i>Equisetum</i>	7. FABACEAE	a) <i>Lupinus</i>
3. HIPPURIDACEAE	a) <i>Hippurus</i>	8. GERANIACEAE	<i>Geranium</i>
4. IRIDACEAE	a) <i>Iris</i>	9. IRIDACEAE	a) <i>Gladiolus</i>
5. MENYANTHACEAE	a) <i>Menyanthes</i>	10. LILIACEAE	a) <i>Phormium</i>
6. NYMPHACEAE	a) <i>Nymphaea</i>	11. LAMIACEAE	a) <i>Lamium</i>
7. RANUNCULACEAE	a) <i>Caltha</i>		b) <i>Monarda</i>
8. TYPHACEAE	a) <i>Typha</i>		c) <i>Nepeta</i>
Ornamental Grasses		12. LINACEAE	a) <i>Linum</i>
Family	Genera	13. ONAGRACEAE	a) <i>Fuchsia</i>
1. POACEAE	a) <i>Bromus</i>	14. PAPAVERACEAE	a) <i>Papaver</i>
	b) <i>Calamagrostis</i>	15. PLANTAGINACEAE	a) <i>Hebe</i>
	c) <i>Festuca</i>	16. POLYPODIACEAE	a) <i>Athyrium</i>
	d) <i>Helictotrichon</i>	17. RANUNCULACEAE	a) <i>Thalictrum</i>
	e) <i>Molinia</i>	18. SCROPHULARIACEAE	a) <i>Penstemon</i>
	f) <i>Pennisetum</i>		b) <i>Veronica</i>
	g) <i>Phalaris</i>	19. VERBENACEAE	a) <i>Verbena</i>

**B. Plant Use in the Landscape.....13 Hours**

**Outcome: Select plant materials for use in the landscape.**

1. Describe the function, value and physical characteristics of plants for the landscape.
2. Describe growth and maintenance requirements for selected species.

**SECTION FOUR: .....NURSERY AND SOD PRODUCTION ..... 66 HOURS**

**A. Nursery Production.....24 Hours**

**Outcome: Describe the common practices in field and container production.**

1. Evaluate site conditions for a nursery.
2. Describe essential design factors when planning a production nursery.
3. Explain the process of planning and scheduling for production of selected nursery crops.

4. Analyze soil management strategies in nursery production.
5. Describe field preparation requirements for common production practices.
6. Describe row marking and planting procedures.
7. Describe post planting maintenance procedures.
8. Describe methods of cultivation and weed control in nurseries.
9. Discuss the practice of integrated pest management in a nursery.
10. Discuss selected irrigation systems for nursery production.
11. Describe techniques used to train nursery stock.
12. Explain the procedures employed in harvesting nursery stock.
13. Describe shipping procedures.

**B. Container Production.....12 Hours**

**Outcome: Discuss best practices in container production.**

1. Discuss the business rationale for container production of woody plants.
2. Compare selected nursery containers:
  - a) impact of pot color on growth and performance of various species
3. Identify components and various blends of media in use for container growing in Alberta.
4. Describe the practices involved in container production.
5. Assess methods of nutrient application.
6. Describe the process of monitoring media fertility.
7. Compare use of selected mulches for winter protection.
8. Assess methods of increasing production and shortening production time.
9. List plant species that have the potential for container production in Alberta.

**C. Grading and Shipping Nursery Stock.....3 Hours**

**Outcome: Describe procedures for the storage, grading, packing, and shipping of nursery stock.**

1. Describe the maintenance of nursery stock prior to shipping.
2. Describe grading and standards of Canadian Nursery Trades Association.
3. Describe the procedures for storing and grading of nursery stock.
4. Describe the considerations for packing and shipping.
5. Explain the Domestic Phytosanitary Certification Program and International Standards for Phytosanitary Measures.

**D. Propagation of Woody Plants.....22 Hours**

**Outcome: Demonstrate cultural practices specific to woody plant propagation.**

1. Describe sanitation practices.
2. Explain the regulatory and management requirements for record keeping and labelling.
3. Explain seed collection and storage practices.
4. Practice selected treatments to enhance germination.
5. Propagate woody plant seedlings.

6. Describe physiology of selected means of vegetative propagation.
7. Identify means of vegetative propagation unique to woody plant material.
8. Discuss the rationale for selected means of vegetative propagation.
9. Demonstrate selected means of vegetative propagation of woody plants.

**E. Sod Production .....5 Hours**

**Outcome: Explain the primary aspect of sod production.**

1. Describe the factors to be considered in choosing a site for sod production.
2. Compare the characteristics of the cultivars used in seed mixtures in the Alberta sod industry.
3. Outline the sod establishment process.
4. Explain common cultural practices employed in sod production.
5. Describe how production practice effects sod quality.
6. Explain the harvesting procedure.
7. Specify methods used to protect sod during shipping.

**SECTION FIVE: ..... ESTIMATING, TENDERING AND CONTRACTS ..... 42 HOURS**

**A. Estimating .....22 Hours**

**Outcome: Prepare a quote for a landscape project.**

1. Identify the requirements for a project cost estimate.
2. Describe factors considered in a labour cost breakdown.
3. Assess rationale for sub-contracting.
4. Describe factors considered in equipment costing.
5. Estimate material costs.
6. Describe factors considered in labour costing.
7. Estimate labour costs.
8. Identify overhead and administrative costs.
9. Apply production rates to provide costing for final tender price.
10. Determine the required or desired percentage profit.
11. Prepare a project cost estimate.

**B. Guarantees and Warranties.....4 Hours**

**Outcome: Explain the parameters of guarantees and warranties.**

1. Describe what the supplier's guarantees cover.
2. Describe what the contractor's guarantees cover.
3. Explain the maintenance aspect of a contract as it relates to a guarantee or warranty period.
4. Describe what the retailer's guarantees cover.
5. Identify various practices used to ensure that the guarantor is protected.

**C. Tendering, Contracts and Bonds.....4 Hours****Outcome: Prepare a written tender for a landscape design project.**

1. Describe the tendering process.
2. Explain the purpose of subcontracts and purchase orders.
3. Describe Addendum and Change Orders (C.O.)
4. Explain deficiencies and guarantees.
5. Describe Construction Completion Certificates (C.C.C.)
6. Describe Final Acceptance Certificates (F.A.C.)
7. Explain the principles of contract law, and the legal entities that are required for a complete contract as it relates to landscaping.

**D. Types of Contracts.....6 Hours****Outcome: Describe selected landscape-related contracts.**

1. Describe selected types of contracts used in landscape construction and maintenance.
2. Explain provincial government regulations.
3. Explain insurance requirements.
4. Describe bonding procedures and requirements.
5. Explain deposits, including their purpose and method of posting and forfeiture.
6. Explain how holdbacks affect contract administration and bidding parameters.
7. Describe selected certificates issued upon completion of contract.
8. Describe builder's liens.

**E. Scheduling.....6 Hours****Outcome: Prepare a written schedule for a landscape project.**

1. Explain the process of construction scheduling.
2. Identify principles of project management.
3. Develop a chart to schedule the construction sequence.





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